



Department of Public Works & Engineering  
Planning & Development Services Division

**MECHANICAL/ HVAC PERMIT APPLICATION**

**City Of Houston**

This is a **permit application** for **Mechanical / HVAC** within the city limits of Houston, Texas.  
Carefully complete **all** necessary information.

1.	PROJECT NUMBER:	DATE:	
2.	JOB ADDRESS:	ZIP:	
3.	LICENSEE'S NAME:	PHONE:	
4.	LICENSE PREFIX (TACL):	LICENSE NUMBER:	PHONE:
5.	LICENSEE'S COMPANY NAME:		
	LICENSEE'S COMPANY ADDRESS:		
	CITY:	STATE:	ZIP:
6.	INDICATE OCCUPANCY TYPE <input type="checkbox"/> Apartment <input type="checkbox"/> Single or Duplex Residence <input type="checkbox"/> Commercial		INDICATE NATURE OF CONSTRUCTION <input type="checkbox"/> New Building <input type="checkbox"/> Remodel <input type="checkbox"/> HVAC Work Only
7.	DESCRIBE WORK TO BE PERFORMED UNDER THIS PERMIT _____ _____		

8. Place an "X" in the box next to the type of work being performed (column I and column III). Enter the total price, total tonnage or HP in the next box (column II).  
See the back of this form for instructions.

#	COLUMN (I)	\$ / Ton / HP	#	COLUMN (III)
1	VENTILATION	\$ TOTAL PRICE	1	DUCT <\$500
1	ALTER HVAC	\$ TOTAL PRICE	1	LOCAL VENT ONLY
1	CHILLER OR AHU	TOTAL TONS		¼ TON
1	CONDENSING UNIT	\$ TOTAL PRICE	1	OVERTIME INSPECTION
1	EVAP COIL	\$ TOTAL PRICE		RE-INSPECTION
1	NEW A/C SYSTEM	TOTAL TONS	1	TEMPORARY INSPECTION
1	INDUSTRIAL REFRG	TOTAL HP	1	UTILITY RELEASE
1	REPLACE HEATER	\$ TOTAL PRICE		INCINERATOR
1	HEAT ONLY SYS	\$ TOTAL PRICE		DECORATIVE APPLIANCE
			1	CENTRAL VACUUM
			1	OUTDOOR KITCHEN

ADVANCE PAY ACCOUNT No. \_\_\_\_\_  
(If Applicable)

APPLICANT'S SIGNATURE:

PERMIT AGENT'S NAME:

## MECHANICAL / HVAC PERMIT APPLICATION INSTRUCTIONS

1. Project Number  
Determine if a project number exists for this address. If plans have been submitted for approval, or a structural permit exists, a project number will be required in order to obtain the HVAC permit. Check with the builder or general contractor to determine the status of plans and building permit. If no project number pre-exists, and the only work to be performed on the site is HVAC, write "SINGLE TRADE," in the project number box on this application.
2. Job Address  
The job address must include space or lease numbers (if any), and the zip code. Key map books usually contain a ZIP code map. (See the last page of the key map, fold-out section)
3. Licensee's name  
The persons name who holds the license used in obtaining this permit, and his/her business phone number are required entries.
4. License prefix  
This is the (4) letter code for each contractors license type. TACL – State installation license.  
License number  
The license number and class of license is a required entry.
5. Licensee's Company Address  
This entry is required only if there is no project number attached to a structural permit for the job site (see item "1" above.)
6. Occupancy and Construction Type  
Indicate, by checking the appropriate box on the left hand block, the use, or type of occupancy of the job site building. In the right hand block, check the appropriate box for the nature of the work being performed on the site. If it is a single trade permit check "**HVAC Work Only**"
7. Describe Work  
Provide a brief description of the work you will perform under this permit

**EXAMPLE:**

Install new 4-1/2 ton A/C heating

8. Fee Calculation –Array  
Column "I & III" should indicate the BASIC nature of work to be performed under this permit. Place the number in the box next to the description that best represents the basic nature of the work intended. Next, enter either the total (contract) price for the work to be installed under this permit, OR the total tonnage or Horse-power as indicated in the box to the right (Column "II"). These entries will be used to establish the fee calculation.

For "**DUCT AND GRILL ONLY**" installations where the total price is less that \$500.00, check the box in column "III" next to "**DUCT<\$500**". This should be the only entry made for this permit type. For "**DUCT AND GRILL ONLY**" installations above \$500.00, use the "**ALTER HVAC**" box in column "I".

For "**LOCAL VENT ONLY**" installations (bath fans, residential kitchen hoods, etc.) check the box in column "III" next to "**LOCAL VENT ONLY**". This should be the only entry made for this permit type.

In Column "III" only two entries may be used by a homeowner.

These are

DUCT<\$500

and

LOCAL VENT Only

### TO CALCULATE FRACTIONAL TONNAGE OR HP:

Enter the "counting number" of tons in the box in column "II". Then enter the fractional tonnage or horsepower in multiples of 1/4 ton or HP in the "1/4 ton" box in column "III".

**EXAMPLE:** Enter 4 1/2 tons as

4	TOTAL TONS
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(4 TONS)

2	1/4 TONS
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(TWO 1/4 TONS = 1/2 TONS)